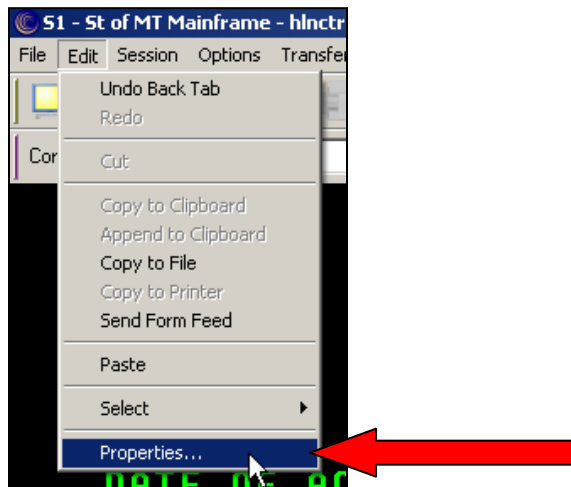
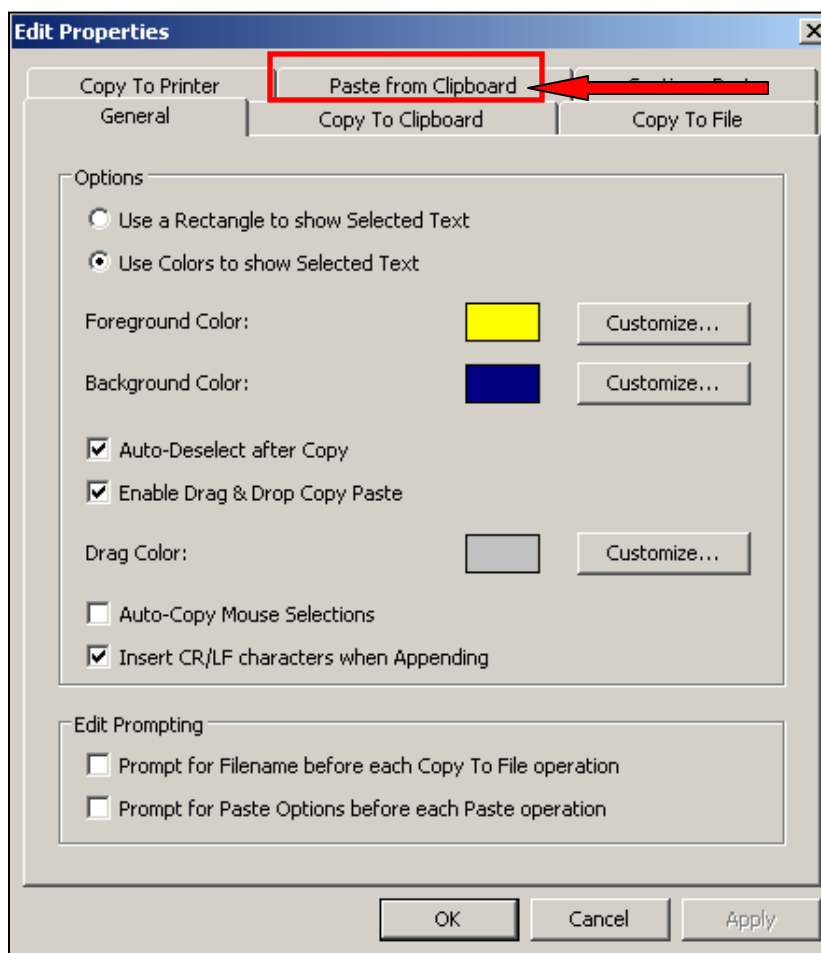


Copying and pasting from Word onto ACTD (Activity Detail)

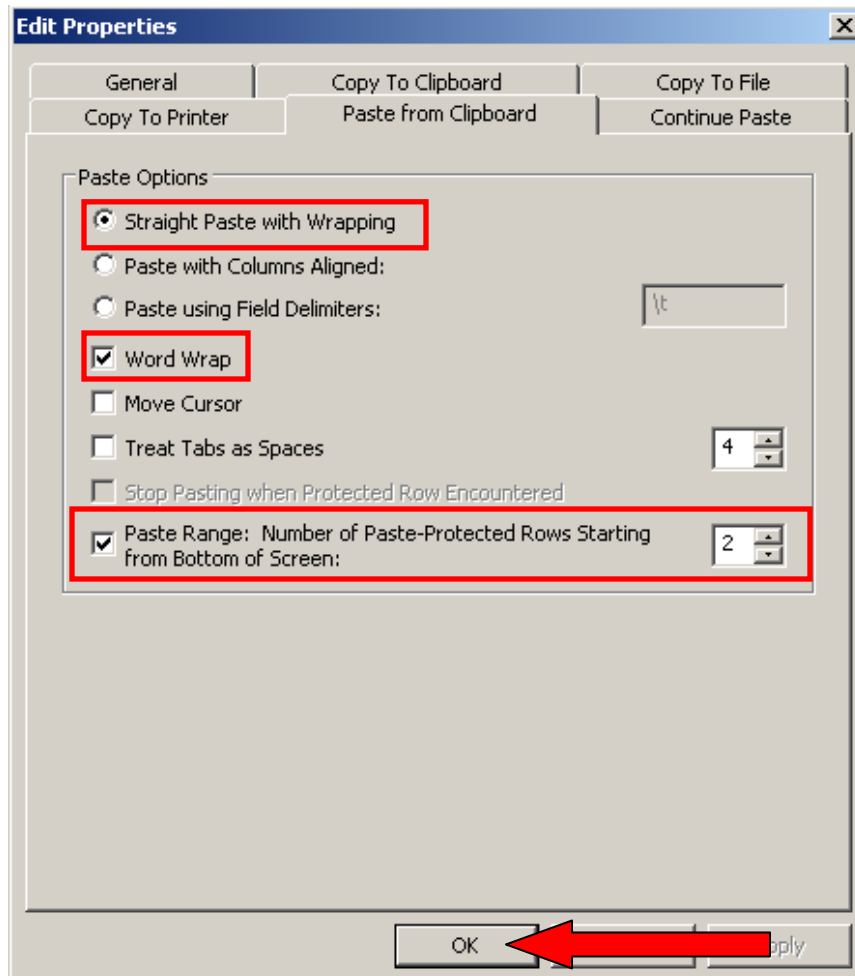
In CAPS, click on “Edit” and select “Properties.”



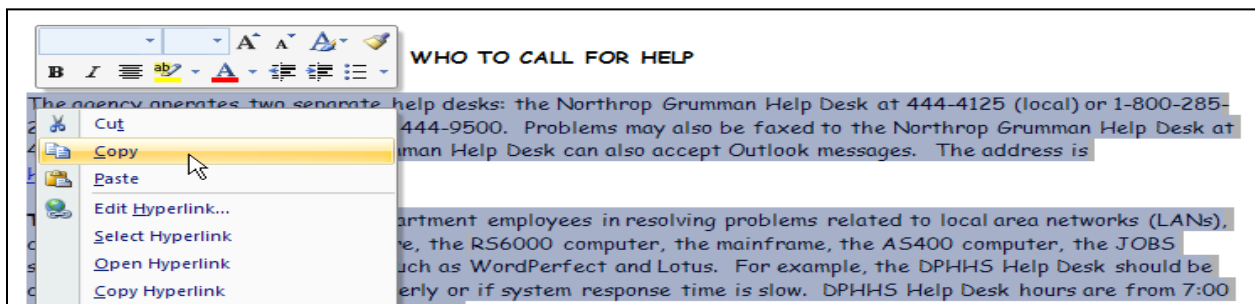
The following box should appear - click on the “Paste from Clipboard” tab.



On the “Paste from Clipboard” tab – click the “Straight Paste with Wrapping” option, make sure the “Word Wrap” box and the “Paste Range” box are checked and that the number of paste-protected rows equals “2”. Then click “OK”.



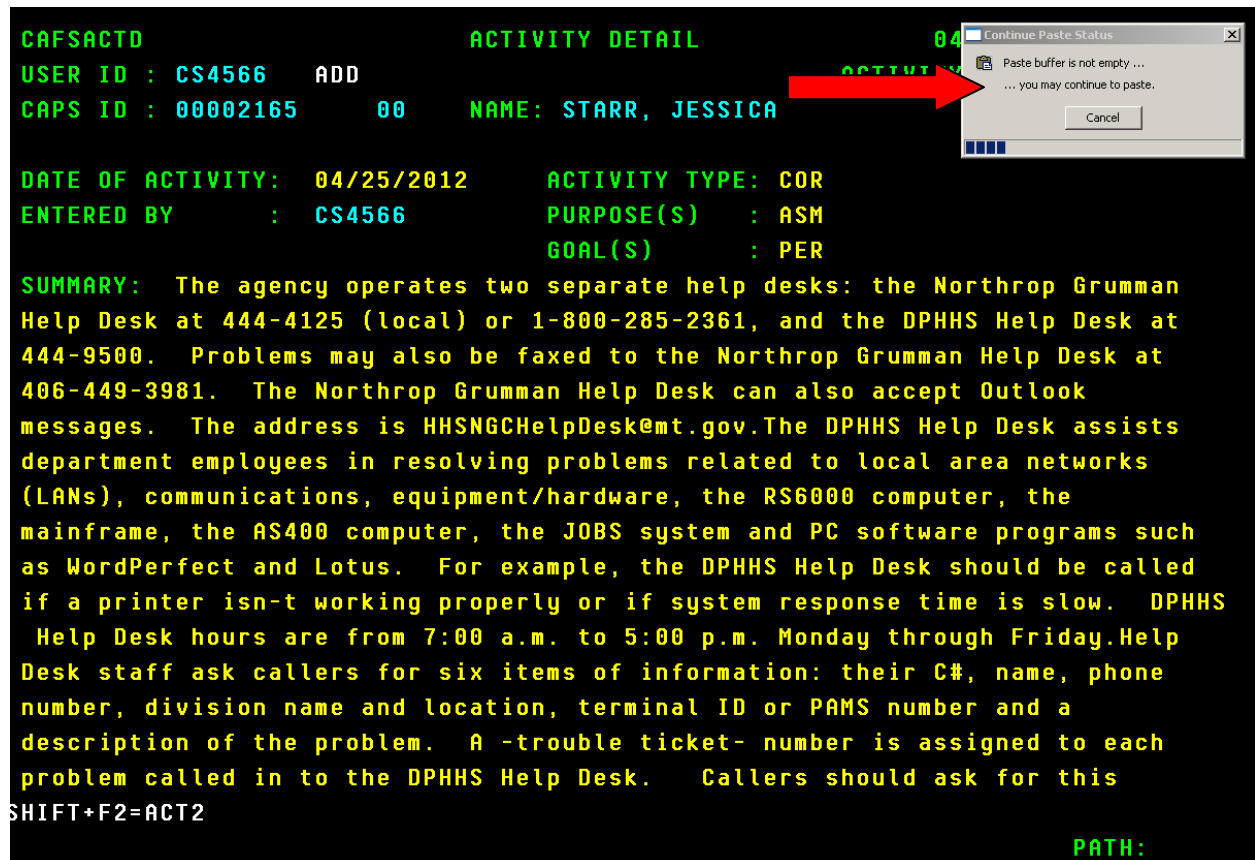
Now you can open Word and type the information you want to copy onto ACTD. Highlight the text (using mouse drag in Word) and select “copy” (right click in the highlighted text). You can highlight the entire amount of text that you want to copy onto ACTD/ACT2! In this case, my Word document was an entire page in length.



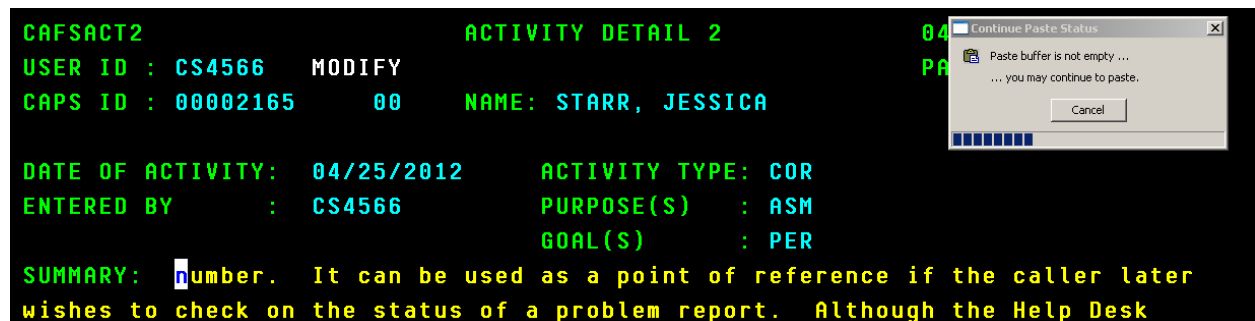
Pull up the ACTD screen for the appropriate client and place the cursor in the “SUMMARY” field.



To paste the text press CTRL-V.



Notice the “continue paste status” message in the upper right corner of the screen. It says “paste buffer is not empty...you may continue to paste.” This means there is more text you selected that does not fit on the screen. In order to continue the paste, press ENTER to update on ACTD first then press SHIFT + F2 to access ACT2. You can then press CTRL-V to continue with the paste.



Notice I still have the “paste buffer is not empty” message. That means there is STILL more text! Press ENTER to update on ACT2 first then press F11 to access a second page of ACT2. You can then press CTRL-V to continue with the paste. As long as you continue to receive the “paste buffer is not empty” message, you can continue to press F11 to add additional pages of ACT2 and paste your text.

```
CAFSACT2          ACTIVITY DETAIL 2          04/25/2012    12:04
USER ID : CS4566    MODIFY          PAGE NO:    3
CAPS ID : 00002165    00    NAME: STARR, JESSICA

DATE OF ACTIVITY:  04/25/2012    ACTIVITY TYPE: COR
ENTERED BY       : CS4566        PURPOSE(S)   : ASM
                                   GOAL(S)        : PER
SUMMARY:  S should call the ITSD Operator (444-2000) if you are having problems
logging into the system and you suspect the system may be down. Any -problem-
with an actual document or document change request will also need to go
through the Northrop Grumman Help Desk.
```

When you have finished pasting all the text you selected, you will no longer see the “paste buffer is not empty” message.

This same copy/paste functionality should work in other comment areas in CAPS (RRD3, Investigation Summary area of RRD1, Directions area on ADDD, etc.)